
Purpose

Outline the steps to be followed when disposing of WIC Records

Requirements

- A. Records may be disposed of three years from the closeout of the federal fiscal year for which the records pertain. For more information about retention of records see the Retention of Records procedure in this section.
 - B. It is recommended that each local agency develop its own written policy regarding retention and disposal of records. Such a policy should reflect how all federal and state requirements will be met as well as how any legal guidance will be incorporated.
 - 1. Local agency staff who are responsible for the retention and disposal of client records should consult with their attorney regarding any legal considerations involved in the retention and disposal of medical and administrative records.
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**Request to
Dispose of
Records**

- A. Before disposing of any WIC records, a written request should be sent to the State Agency requesting approval of disposal. The following information should be included in the request for disposal of records:
 - 1. Specify by name the type of record.
 - 2. Provide the period of time to which the records pertain.
 - B. The records should not be disposed of until written approval is received from the State Agency.
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**Confidentiality
And
Documentation**

- A. Confidentiality of all records should be maintained during disposal. Preferably, records should be shredded. If a shredder is not available, then burning the records is acceptable. However, if burned, the records must be contained and entirely burned.
- B. A local agency record should be maintained indicating the documents disposed, the date of disposal, and who disposed of the records.